

## PD, Planned Development Zoning Map (Rezoning) Amendment Checklist

Project Name: [Click or tap here to enter text.](#)

### GENERAL INFORMATION

- 1) See **2.10.09. - PD, Planned Development Application and Review** of the Unified Development Code for more information on the Planned Development Application and Review process.
- 2) Planned Developments require a PD Design Statement, PD Concept Plan, and Proposed Building Elevations. See **2.10.09. - PD, Planned Development Application and Review, Subsection B. Planned Development (PD) Submission Requirements**
- 3) A pre-application conference with City Staff is encouraged, but not required.
- 4) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

### APPLICATION CHECKLIST

Item	Applicant	Staff
Completed and Signed <a href="#">Universal Application Form</a> - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee ( <a href="#">Page 89</a> )	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Intent - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Official Plat or Legal Description (Metes and Bounds) if no Official Plat exists - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate(s) from <a href="#">Denton County</a> indicating that City taxes are current ( <a href="http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx">http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx</a> ) - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Components of the PD Design Statement:	<input type="checkbox"/>	<input type="checkbox"/>
Title of PD	<input type="checkbox"/>	<input type="checkbox"/>
List of the owners and/or Developers	<input type="checkbox"/>	<input type="checkbox"/>
Statement of the general location and relationship to adjoining land uses, both existing and proposed	<input type="checkbox"/>	<input type="checkbox"/>
Description of the PD concept, including an acreage or square foot breakdown of land use areas and densities proposed, a general description proposed, a general description of building use types, proposed restrictions, and typical site layouts	<input type="checkbox"/>	<input type="checkbox"/>
The existing PD zoning districts in the development area and surrounding it	<input type="checkbox"/>	<input type="checkbox"/>
Selection of one conventional zoning district as a base zoning district to regulate all uses and development regulations not identified as being modified	<input type="checkbox"/>	<input type="checkbox"/>
A list of all applicable special development regulations or modified regulations to the base zoning district; plus a list of requested Subdivision Waivers to the Subdivision Regulations or other applicable development regulations	<input type="checkbox"/>	<input type="checkbox"/>
A statement identifying the existing and proposed streets, including Right-of-Way standards and street design concepts	<input type="checkbox"/>	<input type="checkbox"/>
The following physical characteristics: elevation, slope analysis, soil characteristics, tree cover, and drainage information	<input type="checkbox"/>	<input type="checkbox"/>

A statement of utility lines and services to be installed, including lines to be dedicated to the City and those lines and services which will remain private	<input type="checkbox"/>	<input type="checkbox"/>
The proposed densities, and the use types and sizes of structures	<input type="checkbox"/>	<input type="checkbox"/>
A description of the proposed sequence and time frames of development	<input type="checkbox"/>	<input type="checkbox"/>
<b>Components and Design of the PD Concept Plan:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Sheet Standards:	<input type="checkbox"/>	<input type="checkbox"/>
Sheet size of 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and written scale	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Titled "PD Concept Plan"	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan Data Elements:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Title block with the name of proposed development, subdivision name, lot and block numbers, survey name and abstract number, gross acreage, date of preparation, and date of any revisions	<input type="checkbox"/>	<input type="checkbox"/>
Site data table with existing zoning, proposed use, lot area and dimensions, building square footage and dimensions including height, floor area ratio, required and provided lot coverage percentage, required and provided parking spaces, required and provided landscaping	<input type="checkbox"/>	<input type="checkbox"/>
<b>Residential Concept Plan Components:</b>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Layout, including street patterns and product locations	<input type="checkbox"/>	<input type="checkbox"/>
Topography (5 feet contours, or smaller if needed to understand natural features) and boundary of PD area	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughfares	<input type="checkbox"/>	<input type="checkbox"/>
Size, type, height and location of buildings and building sites (attached residential i.e. apartments and townhomes)	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>
Density	<input type="checkbox"/>	<input type="checkbox"/>
Fire lanes, attached townhomes and multifamily only	<input type="checkbox"/>	<input type="checkbox"/>
Screening	<input type="checkbox"/>	<input type="checkbox"/>
Landscaped areas and concepts	<input type="checkbox"/>	<input type="checkbox"/>
Project phasing	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed (FEMA approval required) 100-Year Floodplain	<input type="checkbox"/>	<input type="checkbox"/>



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Existing tree cover	<input type="checkbox"/>	<input type="checkbox"/>
Any other pertinent development data as identified by the Director of Planning and Development	<input type="checkbox"/>	<input type="checkbox"/>
Non-Residential Concept Plan Components:	<input type="checkbox"/>	<input type="checkbox"/>
Types of uses	<input type="checkbox"/>	<input type="checkbox"/>
Topography (5 feet contours or smaller if needed to understand natural features) and boundary of PD area	<input type="checkbox"/>	<input type="checkbox"/>
Physical features of the site	<input type="checkbox"/>	<input type="checkbox"/>
Existing streets, alleys, and easements	<input type="checkbox"/>	<input type="checkbox"/>
Location of current/future public facilities	<input type="checkbox"/>	<input type="checkbox"/>
Building height, locations and elevations	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Elevations; including material type, class and percentage	<input type="checkbox"/>	<input type="checkbox"/>
Parking areas and ratios	<input type="checkbox"/>	<input type="checkbox"/>
Proposed driveway locations	<input type="checkbox"/>	<input type="checkbox"/>
Project scheduling and phasing	<input type="checkbox"/>	<input type="checkbox"/>
Landscaped areas and concepts	<input type="checkbox"/>	<input type="checkbox"/>
Screening	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed (FEMA approval required) 100-Year Floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Existing tree cover	<input type="checkbox"/>	<input type="checkbox"/>
Any other pertinent development data as identified by the Director of Planning and Development	<input type="checkbox"/>	<input type="checkbox"/>
Current Zoning and Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan's Future Land Use Map Designation	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Zoning and Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Conditional Development Standards	<input type="checkbox"/>	<input type="checkbox"/>
Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Threshold Worksheet - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>

**Site Data Summary Chart** (by phase and in total) to include the following items:

Site Data Summary	Existing	Proposed
Existing Zoning		
Land Use Designation		
Gross Acreage		
Net Acreage		
Number of Proposed Lots		
Percentage of Site Coverage		
Area of Open Space		
Percentage of Open Space		
Percentage of Landscape		
Area of Impervious Coverage		
Percentage of Impervious Coverage		
Proposed Building Area ( <i>square footage foot print</i> )		
Number of Single-Story Buildings		
Number of Two-Story Buildings		
Maximum Building Height		
Proposed Floor Area		
Proposed Floor Area by Use		
Required Parking		
Provided Parking		
Standard		
Handicap		
Total		
Inventory Parking		
Required Loading Spaces		
Provided Loading Spaces		
Area of Outside Storage		
Percentage of Outside Storage		
Start of Construction <i>Month/Year</i>		
End of Construction <i>Month/Year</i>		



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### Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

\_\_\_\_\_  
Design Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm